



GPO's Denver Regional Printing & Procurement Office, in conjunction with the Institute at GPO, will debut its newest combination course. **The Best Desktop Publishing Course** is a rigorous, instructor-led, 3-day class, that includes elements to create perfect files and you get hands-on preflighting experience for print and press.

What You Will Learn

In this custom course for GPO and government publishers, Bevi Chagnon presents a soup-to-nuts combo of best practices for producing problem-free digital files and hands-on checking of electronic files. The 3-day class gives students a thorough grounding in the specific technical file requirements for different types of printing, as well as several methods of preflighting files.

Through a combination of demonstrations, seminars, and hands-on computer exercises, you'll learn how to improve your files to assure problem-free output by print shops. It's a crash course in what you need to know to create and submit files for printing. After this class, your projects should have smooth sailing and fewer printing cost overruns, contract modifications, missed deadlines, and additional charges.

This best practices class focuses on the technical do's and don'ts for files that will undergo traditional output or be used for digital printing (print on demand).

Topics include:

- Fonts
- Colors management
- Image manipulation (web graphics vs. press optimized graphics)
- Technical file requirements for different types of printing
- Software recommendations (why not to use MS Office . . .)
- Best practices for handling digital camera files
- Press-quality PDFs
- Hands-on preflighting in InDesign, Illustrator, Photoshop, and Acrobat
- Submitting and packaging files for print shops

The class will also provide guidelines about what information, paperwork, and visuals you should provide. After this class, you'll know the technical requirements for the printing and graphic arts industry and requirements needed for any type of printing.

Registration

You may pre-register online for the class through the Institute's new and Improved site at www.gpo.gov/customers/institute. After pre-registration is complete, a specialist will contact you for payment information. Credit cards are encouraged.

Please RSVP to Barbara Lessans (Denver Office) no later than **March 22, 2010**.

Contact Barbara for information regarding lodging and restaurants: Barbara Lessans, **303.236.5297** or blessans@gpo.gov

Target Student

This class is ideal for federal employees and approved contractors in print publishing, including: designers, editors, writers, publication managers, visual information specialists, desktop publishers, artists, printing specialists, print procurement officers, prepress specialists, copy shop operators, and production managers. If it has been several years since you took this class or one like it, consider taking it as a refresher. This class is updated annually to keep up with the industry's latest technologies, requirements, and software tools. You'll want to update your knowledge with this revised class.

The course accommodates both Windows and Apple users. While, the classroom has a limited number of windows computers, there is also space for people who wish to bring their own Windows or Mac laptop.

Prerequisites: basic knowledge of how to use a computer. You do not need knowledge of how to use specific desktop publishing software, other computer skills, or graphic design. However, knowledge of basic concepts and terminology is helpful.

Cost	\$775/student
When	April 6 - 8, 2010 8:30 am – 3:00 pm Daily
Where	12345 W. Alameda Pkwy Suite 111, Telluride Training Room Lakewood CO 80228
Instructor	Bevi Chagnon